

STUDENT ACTIVITIES:
TRAVEL

EXTRA-CURRICULAR
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have approval of Superintendent or designee before any travel arrangements and reservations are made or students and parents become involved with any facet of the trip. Out-of-state travel must have Board approval.

Name of Group: OHS Robotics Campus: Odessa High School

Date of trip: 4/4 - 4/8/2014 Grade levels involved: 10-12 Number of students: 2-12 max.
Number of instructional days: 3 Location: Hartford, CT
(Please attach an itinerary)

Funding source: ___ District Budget ___ Campus Budget ___ Department Budget Activity fund Personal
↳ and grant

Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? Yes ___ No

Trip function: Cocurricular Extracurricular Competition (Non-athletic)

Trip profile: ___ In-state Out-of-state ___ Overseas ___ Tour ___ Field trip ___ Invitational
 Annual ___ Biennial ___ Post-district ___ Competition associated with a tour or attraction

Transportation mode: ___ School bus ___ School suburban ___ Charter bus plane

How does the trip relate to and benefit the Campus Improvement Plan, District Improvement Plan and/or the TEKS?
--This trip extends the STEM curriculum through the practical challenge of a robotics competition.

Does the trip require fund-raisers? Yes ___ No

Are deadlines established to guide the sponsors/directors if the trip has to be canceled due to lack of funding?
 Yes ___ No

How many sponsors will accompany the students? 2-3

What is the ratio of sponsors to students? Sponsors 1 / Students 4 (gender appropriate) (minimum)

Student orientation - Date: 3/21/14 Time: 5:00 pm Location: OHS/227
Parent orientation - Date: " Time: " Location: "
Sponsor orientation - Date: " Time: " Location: "

Sponsor criminal background check - Date: _____

Will any kind of insurance be required? ___ Yes No

Will room and baggage searches be required? ___ Yes ___ No

Medical and travel releases will be required.

Coach/Sponsor: [Signature] (Signature) 1/15/14 (Date)

Principal approval: [Signature] (Signature) 1/15/14 (Date)
Field Trips/Excursions
UIL Competition
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

Superintendent or designee Approval: _____ (Signature) _____ (Date)

Board approval: _____ (Signature) _____ (Date)
(Out-of-state)

OHS Robotics at Trinity College Fire Fighting Home Robot Contest (Hartford, CT)

Preliminary Itinerary

4/4/14 (Friday)

A.M.: Students and sponsors meet at MAF, fly to Boston, MA/Hartford, CT

P.M.: (if flying to Boston) Road travel to hotel in Hartford, CT

4/5/14 (Saturday)

Final preparation and testing for contest at Trinity College, Hartford, CT

4/6/14 (Sunday)

Contest in Hartford, CT

4/7/14 (Monday)

Road travel, educational tourism from Hartford to and in Boston

4/8/14 (Tuesday)

Return from Hartford/Boston, students released to parents/guardians at MAF.